**Océ**
VarioLink 2222c
VarioLink 2822c
VarioLink 3622c

# Explore your options

**User manual**
Fax Driver
Operations

# Océ-Technologies B.V.

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# 1 Introduction

# 1 Introduction

Thank you for purchasing this machine.

When you attach an optional **Fax Kit** to this product, you can send a document as a fax directly from a computer operating Windows.

This User's Guide describes the functions, operating instructions, and precautions for correct operation of the fax driver used for fax transmission. In order to obtain maximum performance from this product and use it effectively, please read this User's Guide as necessary.

To use this machine safely and correctly, please be sure to read the separately attached [Quick Guide Copy/Print/Fax/Scan/Box Operations] document before starting operation.

For trademarks and licenses, please refer also to the [Quick Guide Copy/Print/Fax/Scan/Box Operations]. Illustrations used in this User's Guide may differ from the actual devices.

## 1.1 About this manual

### 1.1.1 Configuration of this manual

This manual consists of the following chapters.

Chapter 1 Introduction
Chapter 2 Overview
Chapter 3 Installation of Fax Driver
Chapter 4 Fax Driver Setting
Chapter 5 Troubleshooting
Chapter 6 Appendix
Chapter 7 Index

### 1.1.2 Elliptical expression

| Product name | Elliptical expressions in this manual |
|---|---|
| Printer main unit (this machine) | This machine, printer |
| Built-in network controller | Network controller |
| Printer controller, printing system combining this machine | Printing system |
| Microsoft Windows | Windows |

### 1.1.3 Screen shots used in this manual

In the explanation of the fax driver functions, the fax driver for Windows Vista is used except where specifically noted.

## 1.1.4 Symbols used in this manual

Symbols are used in this manual to express various types of information.

The following describes each symbol related to correct and safe usage of this machine.

### To use this machine safely

**⚠ WARNING**

- This symbol indicates that a failure to heed the instructions may lead to death or serious injury.

**⚠ CAUTION**

- This symbol indicates that negligence of the instructions may lead to mishandling that may cause injury or property damage.

***NOTICE***

*This symbol indicates a risk that may result in damage to this machine or originals.*
*Follow the instructions to avoid property damage.*

### Procedural instruction

✔ This check mark indicates an option that is required in order to use conditions or functions that are prerequisite for a procedure.

1 This format number "1" represents the first step.

2 This format number represents the order of serial steps.

➔ This symbol indicates a supplementary explanation of a procedural instruction.

The operation procedures are described using illustrations.

➔ This symbol indicates transition of the control panel to access a desired menu item.

The relevant page is shown.

**Reference**
*This symbol indicates a reference.*

*View the reference as required.*

## Key symbols

[ ]
Key names on the touch panel or computer screen, or a name of user's guide are indicated by these brackets.

Bold text
Key names on the control panel, part names, product names and option names are indicated in bold text.

# 2 Overview

# 2 Overview

This chapter describes the overview and connection environment of the printer controller that provides the PC-FAX function.

## 2.1 Printer controller

The printer controller is a device that allows this machine to be used as a printer. The PC-FAX function, which sends a fax from a computer, also uses the printer functions provided by the printer controller.

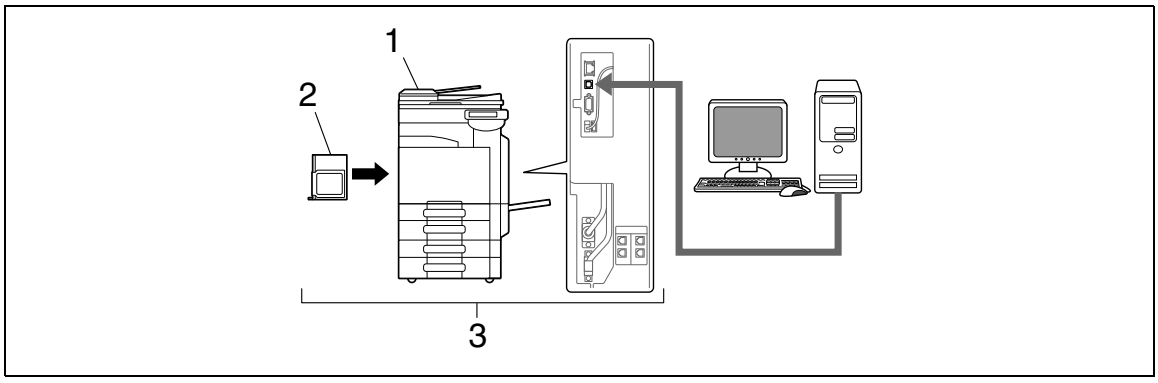
### 2.1.1 Roles of printer controller

Reference

- To perform fax transmission, an optional **Fax Kit** is required.

The printer controller is built in the machine.

Printing and fax transmission can be performed from an application on a computer connected to the printing system. Even when this machine is used as a network printer, printing and fax transmission can be performed from an application on a computer.




1. This machine
2. Printer controller
3. Printing system

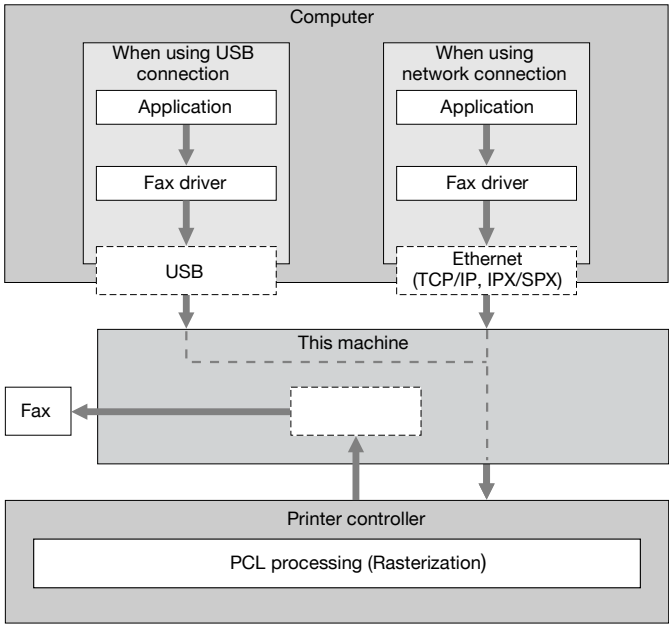
## 2.1.2 PC-FAX transmission procedures

Usually, for sending a fax, hand-written or printed documents are loaded on the fax machine, and then sent.

Using the fax driver allows you to directly send a fax without using paper simply by operating the computer (PC-FAX transmission).

Data sent from the application is received by the fax driver.

The data is sent to this machine via the USB interface for USB connection or via Ethernet (TCP/IP, IPX/SPX) for network connection. Then the data is passed from this machine to the printer controller. The printer controller rasterizes images (expands output target characters and images to bitmap data). This data is accumulated in the memory of this machine, and sent as a fax in the same manner as usual fax jobs.



# 2.2 Operating environment

This section describes systems required for using this printing system.

## 2.2.1 Connectable computers and OS

Make sure that the computer to be connected meets the following conditions.

### Windows

| Windows | |
|---|---|
| Operating system | Windows NT Workstation Version 4.0 (SP6 or later)<br>Windows NT Server Version 4.0 (SP6 or later)<br>Windows 2000 Professional (SP4 or later)<br>Windows 2000 Server (SP3 or later)<br>Windows XP Home Edition (SP1 or later) *1<br>Windows XP Professional (SP1 or later) *1<br>Windows Server 2003 Standard Edition (SP1 or later)<br>Windows Server 2003 Enterprise Edition (SP1 or later)<br>Windows Server 2003 R2 Standard Edition<br>Windows Server 2003 R2 Enterprise Edition<br>Windows XP Professional ×64 Edition<br>Windows Server 2003, Standard ×64 Edition<br>Windows Server 2003, Enterprise ×64 Edition<br>Windows Server 2003 R2, Standard ×64 Edition<br>Windows Server 2003 R2, Enterprise ×64 Edition<br>Windows Vista Business *2<br>Windows Vista Enterprise *2<br>Windows Vista Home Basic *2<br>Windows Vista Home Premium *2<br>Windows Vista Ultimate *2<br>Windows Server 2008 Standard *2<br>Windows Server 2008 Enterprise *2<br>*1 The operating environment required for the installer is SP2 or later.<br>*2 Supports 32-bit (×86)/64-bit (×64) environment. |
| CPU | Any processor of the same or higher specifications as recommended for your operating system |
| Memory | Memory capacity as recommended for your operating system<br>Sufficient memory resource is required for your operating system and the applications to be used. |
| Drive | DVD-ROM drive |

# 2.3 Setup procedures

Before you can use this printing system, you must complete the setup.

The setup refers to a series of procedures for connecting this machine to the computer and installing the fax driver to the computer.

Perform the setup using the following procedures.

## 2.3.1 For network connection

**Reference**

*For details on connecting this machine to the computer, refer to [User's Guide Print Operations].*

*When updating an existing fax driver, uninstall it first. For details, refer to page 3-12.*

*For network connection, this manual only covers setup procedures for connecting through Port9100/IPP/IPPS (you use the installer to install the driver) and through LPR/Port9100 (you use the Add Printer wizard to install the driver). For details on other setup procedures, refer to the [User's Guide Print Operations].*

1 Connect this machine to the computer.

2 Check that the computer to be used is connected to the network.

3 Specify the IP address of this machine, and then connect it to the network.

4 Change the network settings for this machine according to the connection method or protocol.

- ➔ LPR: In [LPD Setting], enable LPD printing.
- ➔ Port9100: In [TCP/IP Settings], enable the RAW port number (initial setting: [9100]).
- ➔ SMB: Configure settings of [SMB Settings] in [Print Settings].
- ➔ IPP/IPPS: In [IPP Settings], enable IPP printing.
- ➔ Web Service Print: In [Web Service Settings], enable the print function.

5 Install the fax driver.

- ➔ Specify the network port for the fax driver according to the connection method or protocol.

## 2.3.2 For local connection

1 Connect this machine to the computer.

2 Install the fax driver.

# 3 Installation of Fax Driver

# 3 Installation of Fax Driver

This chapter describes how to install the fax driver.

## 3.1 Connection method and installation procedure

Before you can use this printing system, you must install the fax driver. The fax driver refers to the program that controls such operations as processing of data to be output. Before using this printing system, install the fax driver from the attached DVD to your computer.

Installation procedure for the Windows fax driver differs depending on the operating system and connection method to be used.

**Reference**

*For details on setting method in the network environment, refer to [User's Guide Network Administrator].*

### 3.1.1 Windows Vista/Server 2008

Reference

- When using Windows Vista/Server 2008, log on to the computer using a user name with Administrator privileges before installing the printer driver.

| Setup procedures | Connection method | | Reference page |
|---|---|---|---|
| Connection method in which installer-based set-up is possible | Network connection | Port9100 | * Select a connection method during installation procedures. Select [Normal Printing] for the Port9100 or USB connection method, [Internet Printing] for the IPP connection method, or [Secure Printing] for the IPPS connection method.<br>* The installer supports both IPv4 and IPv6 environments. Note that for IPv6, it supports Port9100 only. |
| | | IPP | |
| | USB | | |
| Connection method in which setup is possible using Add Printer Wizard | Network connection | LPR | p. 3-5 |
| | | Port9100 | |
| | | SMB | |
| | | IPP/IPPS | |
| | | Web service print | |
| | USB | | |
| Connection method in which plug and play-based setup is possible | USB | | p. 3-10 |

**Reference**

*Before you can use this machine in the network environment, you must configure network settings for this machine. For details, refer to [User's Guide Network Administrator].*

Reference

- For setup procedures using Add Printer Wizard, this manual only covers printing through LPR/Port9100. For setup procedures for other network connection methods (SMB, IPP/IPPS, Web service print), refer to [User's Guide Print Operations].
- For USB connection, this manual covers only the plug and play-based setup procedures.

## 3.1.2 Windows 2000/XP/Server 2003

Reference

- When using Windows 2000/XP/Server 2003, log on to the computer using a user name with the Administrator privilege, and then install the printer driver.

| Setup procedures | Connection method | | Reference page |
|---|---|---|---|
| Connection method in which installer-based setup is possible | Network connection | Port9100 | * Select a connection method during installation procedures. Select [Normal Printing] for the Port9100 or USB connection method, [Internet Printing] for the IPP connection method, or [Secure Printing] for the IPPS connection method. |
| | | IPP/IPPS | |
| | USB | | |
| Connection method in which setup is possible using Add Printer Wizard | Network connection | LPR | p. 3-7<br>p. 3-8 |
| | | Port9100 | |
| | | SMB | |
| | | IPP/IPPS | |
| | USB | | |
| Connection method in which plug and play-based setup is possible | USB | | p. 3-10 |

**Reference**

*Before you can use this machine in the network environment, you must configure network settings for this machine. For details, refer to [User's Guide Network Administrator].*

Reference

- For setup procedures using Add Printer Wizard, this manual only covers printing through LPR/Port9100. For details on other network connections (SMB, IPP/IPPS), refer to [User's Guide Print Operations].
- The installer does not support installation in the IPv6 environment of Windows 2000/XP/Server 2003.
- For USB connection, this manual covers only the plug and play-based setup procedures.

## 3.1.3 Windows NT4.0

Reference

- When using Windows NT4.0, log on to the computer using a user name with the Administrator privilege, and then install the printer driver.

| Setup procedures | Connection method | | Reference page |
|---|---|---|---|
| Connection method in which installer-based setup is possible | Network connection | LPR | * Select a connection method during installation procedures. Select [Normal Printing] for the LPR connection method. |
| Connection method in which setup is possible using Add Printer Wizard | Network connection | LPR | p. 3-8 |

**Reference**

*Before you can use this machine in the network environment, you must configure network settings for this machine. For details, refer to [User's Guide Network Administrator].*

Reference

- In Windows NT4.0, to install the printer driver for this machine connected directly to the network using TCP/IP protocol, you must have the [Microsoft TCP/IP Printing] service installed in your computer.
- To use the installer in Windows NT4.0, you must have Internet Explorer 5.0 or later installed in your computer.
- The installer does not support installation in the IPv6 environment of Windows NT4.0.

# 3.2 Installation using Add Printer Wizard

This section describes how to install the driver using network connection (LPR/Port9100).

To use LPR/Port9100 printing, specify the port while installing the printer driver.

**Reference**
*For setup procedures for other network connection methods (SMB, IPP/IPPS, Web service print), refer to [User's Guide Print Operations].*

## 3.2.1 Settings of this machine

Before you can use this machine through the network connection, you must configure the network settings for this machine.

### TCP/IP settings of this machine

In [TCP/IP Settings] of this machine, specify the IP address.

**Reference**
*For details on setting the IP address of this machine, refer to [User's Guide Network Administrator].*

### RAW port number setting of this machine

When using Port9100 printing, in [TCP/IP Settings] of this machine, enable the RAW port number (initial setting: [9100]).

**Reference**
*For details on specifying the RAW port number of this machine, refer to [User's Guide Network Administrator].*

### LPD setting of this machine

Before using LPR printing, enable LPD printing in [LPD Setting] of this machine.

**Reference**
*For details on [LPD Setting] of this machine, refer to [User's Guide Network Administrator].*

## 3.2.2 Windows Vista/Server 2008

In Windows Vista/Server 2008, you can install the printer driver by searching for the printer on the network.

Reference

- Installing the driver to Windows Vista/Server 2008-based computers requires the administrator authority.

**Reference**
*Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on. For details on the network settings, refer to [User's Guide Network Administrator].*

1. Insert the printer driver DVD-ROM into the DVD-ROM drive of the computer.
2. Click [Start], and then select [Control Panel].
3. Click [Printers] under [Hardware and Sound].

   The [Printers] window appears.

   ➔ When [Control Panel] is displayed in Classic View, double-click [Printers].
4. Click [Add a printer] on the toolbar.

   The [Add Printer] window appears.

5 Click [Add a local printer].

The page for [Choose a printer port] appears.

6 Click [Create a new port:], and then select [Standard TCP/IP Port] as the type of port.

7 Click [Next].

8 Select [TCP/IP Device], and then enter the IP address.

➔ If both LPR and Port9100 are enabled on this machine, the printer driver is connected to this machine using LPR.

9 Click [Next].

➔ If the [Additional Port Information Required] dialog box appears, go to Step 10.
➔ If the [Install the printer driver] dialog box appears, go to Step 13.

10 Select [Custom], and then click [Settings...].

11 Change the settings according to the port, and then click [OK].

➔ For LPR connection, select [LPR], and then enter [Print] in the [Queue Name:] box.
➔ You must discriminate between upper and lower case letters when entering it.
➔ For Port9100, select [Raw], and then enter a RAW port number (initial setting: [9100]) in the [Port Number:] box.

12 Click [Next].

The [Install the printer driver] page appears.

13 Click [Have Disk...].

14 Click [Browse...].

15 Select a desired fax driver folder on the DVD-ROM, and then click [Open].

➔ Select a folder according to the printer driver, operating system, and language to be used.

16 Click [OK].

The [Printers] list appears.

17 Click [Next].

18 Follow the instructions on the pages that follow.

➔ If the [User Account Control] window appears, click [Continue].
➔ If the [Windows Security] window for verifying the publisher appears, click [Install this driver software anyway].

19 Click [Finish].

20 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] window.

21 Remove the DVD-ROM from the DVD-ROM drive.

This completes the fax driver installation.

**Reference**

*If both [RAW Port Number] and [LPD Setting] are enabled in the network settings for this machine, check the enabled port, and then change it if necessary. For details, refer to the [User's Guide Print Operations].*

### 3.2.3 Windows XP/Server 2003

Reference

- Installing the driver to Windows XP/Server 2003-based computers requires the administrator authority.

1 Insert the printer driver DVD-ROM into the DVD-ROM drive of the computer.

2 Click [Start], and then select [Printers and Faxes].

➔ If [Printers and Faxes]is not displayed in the [Start] menu, open [Control Panel] from the [Start] menu, click [Printers and Other Hardware], then click [Printers and Faxes].

3 In Windows XP, select [Add a printer] from the [Printer Tasks] menu.
In Windows Server 2003, double-click [Add Printer].

[Add Printer Wizard] starts.

4 Click [Next >].

5 Select [Local printer attached to this computer], and then click [Next >].

➔ Clear the [Automatically detect and install my Plug and Play printer] check box.

6 Click [Create a new port:], and then select [Standard TCP/IP Port] as the [Port Type:].

7 Click [Next >].

[Add Standard TCP/IP Printer Port Wizard] starts.

8 Click [Next >].

9 In the [Printer Name or IP Address:] box, enter the IP address for the machine, and then click [Next >].

➔ If the [Additional Port Information Required] dialog box appears, go to Step 10.
➔ If the [Finish] screen appears, go to Step 13.

10 Select [Custom], and then click [Settings...].

11 Change the settings according to the port, and then click [OK].

➔ For LPR connection, select [LPR], and then enter "Print" in the [Queue Name:] box.
➔ You must discriminate between upper and lower case letters when entering it.
➔ For Port9100, select [Raw], and then enter a RAW port number (initial setting: [9100]) in the [Port Number:] box.

12 Click [Next >].

13 Click [Finish].

[Add Printer Wizard] appears.

14 Click [Have Disk...].

15 Click [Browse...].

16 Select a desired fax driver folder on the DVD-ROM, and then click [Open].

➔ Select a folder according to the printer driver, operating system, and language to be used.

17 Click [OK].

The [Printers] list appears.

18 Click [Next >].

19 Follow the instructions on the pages that follow.

➔ If the [Windows Logo testing] or [Digital Signature] window appears, click [Continue Anyway].

➔ If both [RAW Port Number] and [LPD Setting] are enabled in the network settings for this machine, check the enabled port, and then change it if necessary. For details, refer to the [User's Guide Print Operations].

20 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers and Faxes] window.

21 Remove the DVD-ROM from the DVD-ROM drive.

This completes the fax driver installation.

### 3.2.4 Windows 2000/NT 4.0

Reference

- Installing the driver to Windows 2000/NT 4.0-based computers requires the administrator authority.

1 Insert the printer driver DVD-ROM into the DVD-ROM drive of the computer.

2 Click [Start], and then select [Settings] - [Printers].

3 Double-click the [Add Printer] icon.

[Add Printer Wizard] starts.

4 Follow the instructions on the pages that follow.

5 On the page for specifying how the printer is attached, select [Local printer].

6 Click [Next >].

A page for selecting a port appears.

7 Click [Create a new port:], and then select [Standard TCP/IP Port] as the type of port.

➔ In Windows NT 4.0, from the [Available Printer Ports] list, select [LPR Port], and then click [New Port...]. For details, refer to the [User's Guide Print Operations].

8 Click [Next >].

[Add Standard TCP/IP Printer Port Wizard] starts.

9 Click [Next >].

10 In the [Printer Name or IP Address:] box, enter the IP address for the machine, and then click [Next >].

➔ If the [Additional Port Information Required] dialog box appears, go to Step 11.

➔ If the [Finish] screen appears, go to Step 14.

11 Select [Custom], and then click [Settings...].

12 Change the settings according to the port, and then click [OK].

➔ For LPR connection, select [LPR], and then enter [Print] in the [Queue Name:] box.

➔ You must discriminate between upper and lower case letters when entering it.

➔ For Port9100, select [Raw], and then enter a RAW port number (initial setting: [9100]) in the [Port Number:] box.

13 Click [Next >].

14 Click [Finish].

[Add Printer Wizard] appears.

15 Click [Have Disk...].

16 Click [Browse...].

17 Select a desired fax driver folder on the DVD-ROM, and then click [Open].

➔ Select a folder according to the printer driver, operating system, and language to be used.

18 Click [OK].

The [Printer:] list appears.

19 Click [Next >].

20 Follow the instructions on the pages that follow.

➔ If the [Digital Signature] window appears, click [Yes].

21 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] window.

22 Remove the DVD-ROM from the DVD-ROM drive.

This completes the fax driver installation.

# 3.3 Installing using plug and play

## 3.3.1 Windows Vista/Server 2008

1 Connect this machine to the computer using a USB cable, and then start the computer.

***NOTICE***
*When starting up the computer, do not plug in or unplug the cable.*

2 Turn on the main power of this machine.

The [Found New Hardware] dialog box appears.

➔ If the [Found New Hardware] dialog box does not appear, turn this machine off, then on again. In this case, turn off this machine, and then wait approximately 10 seconds before turning it on again. If you turn this machine on immediately after turning it off, it may not function correctly.

3 Click [Locate and install driver software (recommended)].

The dialog box requesting the disk (DVD-ROM) appears.

➔ If you do not have the disk (DVD-ROM), click [I don't have the disc, show me other options]. On the next page, select [Browse my computer for driver software (advanced)], and then specify a desired fax driver folder.

➔ Select a folder according to the printer driver, operating system, and language to be used.

4 Insert the printer driver DVD-ROM into the DVD-ROM drive of the computer.

The information on the disk is searched for, and then the list of the software supported by this machine appears.

5 Select a desired fax driver name, and then click [Next].

6 Follow the instructions on the pages that follow.

➔ If the [User Account Control] window appears, click [Continue].

➔ If the [Windows Security] window for verifying the publisher appears, click [Install this driver software anyway].

7 When the installation completes, click [Close].

8 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] window.

9 Remove the DVD-ROM from the DVD-ROM drive.

This completes the fax driver installation.

## 3.3.2 Windows XP/Server 2003

1 Connect this machine to the computer using a USB cable, and then start the computer.

***NOTICE***
*When starting up the computer, do not plug in or unplug the cable.*

2 Insert the printer driver DVD-ROM into the DVD-ROM drive of the computer.

3 Turn on the main power of this machine.

The [Found New Hardware Wizard] window appears.

➔ If the [Found New Hardware Wizard] window does not appear, turn this machine off, then on again. In this case, turn off this machine, and then wait approximately 10 seconds before turning it on again. If you turn this machine on immediately after turning it off, it may not function correctly.

4 Select [Install from a list or specific location (Advanced)], and then click [Next >].

➔ If a dialog box with a message saying [Windows Update] appears, select [No].

5 Under [Search for the best driver in these locations.], select [Include this location in the search:], and then click [Browse].

6 Select a desired fax driver folder on the DVD-ROM, and then click [Open].

➔ Select a folder according to the printer driver, operating system, and language to be used.

7 Click [Next >], and then follow the instructions on the pages that follow.

➔ If the [Windows Logo testing] or [Digital Signature] window appears, click [Continue Anyway] or [Yes].

8 Click [Finish].

9 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers and Faxes] window.

10 Remove the DVD-ROM from the DVD-ROM drive.

This completes the fax driver installation.

### 3.3.3 Windows 2000

1 Connect this machine to the computer using a USB cable, and then start the computer.

***NOTICE***
*During startup of the computer, do not unplug or plug the cable.*

2 Insert the printer driver DVD-ROM into the DVD-ROM drive of the computer.

3 Turn on the main power of this machine.

[Found New Hardware Wizard] appears.

4 Select [Search for a suitable driver for my device (recommended)], and then click [Next >].

5 Select [Specify a location], and then click [Next >].

6 Click [Browse...].

7 Select a desired fax driver folder on the DVD-ROM, and then click [Open].

➔ Select a folder according to the printer driver, operating system, and language to be used.

8 Click [OK], and then follow the instructions on the pages that follow.

➔ If the [Digital Signature] window appears, click [Yes].

9 Click [Finish].

10 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] window.

11 Remove the DVD-ROM from the DVD-ROM drive.

This completes the fax driver installation.

## 3.4 Uninstalling the fax driver

When you have to remove the printer driver, for example, when reinstallation of the fax driver is necessary, remove the driver using the following procedure.

1 Open the [Printers] (in Windows XP/Server 2003, [Printers and Faxes]) window.

2 Select the icon for the printer to be uninstalled.

3 Press the [Delete] key on the computer to uninstall the fax driver.

4 From then on, follow the instructions on the pages that follow.

When the uninstallation process completes, the icon disappears from [Printers] (in Windows XP/Server 2003, [Printers and Faxes]) window.

In Windows NT 4.0, this completes the uninstallation process. Go to Step 10.

In Windows 2000/XP/Vista/Server 2003/Server 2008, go on to uninstall the fax driver from the server properties.

5 Open [Server Properties].

➔ In Windows Vista/Server 2008, right-click on the area that has nothing displayed in the [Printers] window, click [Run as administrator] - [Server Properties].

➔ In Windows 2000/XP/Server 2003, click the [File] menu, then [Server Properties].

➔ If the [User Account Control] window appears, click [Continue].

6 Click the [Driver] tab.

7 From the [Installed printer drivers:] list, select the driver to be removed, and then click [Remove...].

➔ In Windows Vista/Server 2008, go to Step 8.

➔ In Windows 2000/XP/Server 2003, go to Step 9.

8 In the dialog box for confirming the items to be removed, select [Remove driver and driver package.], and then click [OK].

9 In the dialog box for confirming if you are sure to remove the printer, click [Yes].

➔ In Windows Vista/Server 2008, the dialog box appears to reconfirm if you are sure. Click [Uninstall].

10 Close the open windows, and then restart the computer.

➔ Be sure to restart the computer.

This completes removing the fax driver.

Reference

- Even if you remove the fax driver using the above procedures, the model information file remains in the computer. For this reason, when reinstalling the same version of the fax driver, the driver may not be rewritten. In this case, remove the following files as well.

– Check the "C:\WINDOWS\system32\spool\drivers\w32×86" folder ("C:\WINDOWS\system32\spool\drivers\×64" folder in the ×64 system, and "C:\WINNT\system32\spool\drivers\w32×86" folder in Windows 2000), and if there is a folder (file described in "oem*.inf" shown below in Windows 2000) of the corresponding model, remove it. Note that if the PCL, PostScript, and XPS drivers are installed in addition to the fax driver, all model information is removed. To leave drivers other than the fax driver, do not remove the folder.

– From the "C:\WINDOWS\inf" folder ("C:\WINNT\inf" folder in Windows 2000), remove "oem*.inf" and "oem*.PNF" ("*" included in the file name indicates a number, which differs depending on the computer environment).
Before removing these files, open the inf file, and then check the model name described on the last few lines to confirm it is the file for the corresponding model. The number of the PNF file is the same as that of the inf file.

– In Windows Vista/Server 2008, this operation is not necessary if you have selected [Remove driver and driver package.].

# 4 Fax Driver Setting

# 4 Fax Driver Setting

This section describes how to use the fax driver.

## 4.1 Sending a fax

### 4.1.1 Sending operation

Reference

- To use the fax function, the optional **Fax Kit** must be installed in this machine.

**Reference**

*For details on the fax functions, refer to the [User's Guide Network Scan/Fax/Network Fax Operations].*

1 Create data to be sent using application software.

2 From the [File] menu, select [Print].

3 From the [Printer Name] box, select the installed printer with a name like "xxxxxxx FAX".

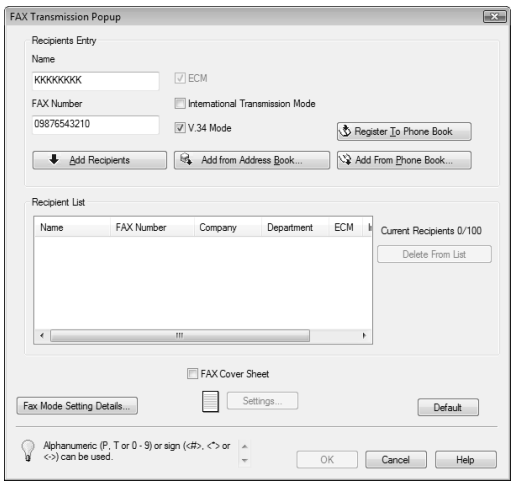
4 If necessary, click [Properties] (or [Preferences]), and then change the fax driver settings.

➔ Clicking [Properties] (or [Preferences]) in the [Print] window displays the [Printing Preferences] page of the fax driver where you can configure various functions. For details, refer to page 4-11.

5 Click [Print].

The [FAX Transmission Popup] window appears.

6 Fill in the [Name] and [FAX Number] boxes.




➔ You can enter up to 80 characters in the [Name] box.

➔ You can enter up to 38 characters including numbers between 0 and 9, hyphen (-), #, *, P, and T in the [FAX Number] box. To send a fax overseas, enter the country number at the beginning of the number.

➔ Change the communication mode if necessary.
ECM: Select the check box to use ECM (error correction mode). If the V.34 check box is selected, you will not be able to clear this check box.
International Transmission Mode: Select the check box to send a fax at a lower speed for overseas communication. Select this check box if errors occur when sending faxes overseas.
V.34 Mode: Select the check box to use the super G3 fax transmission mode. Select this check box for ordinary operation; clear this check box only when communication is not possible due to the mode of the recipient machine.

➔ You can specify the fax number registered in the address book of this machine using [Add from Address Book...]. For details, refer to page 4-6.

➔ You can specify the fax number registered in a phone book using [Add from Phone Book...]. For details, refer to page 4-5.

➔ Clicking [Register To Phone Book] registers the entered name and fax number in the [Simple Entry] folder of the phone book.

**7** Click [Add Recipients].

➔ To send a fax to multiple recipients, repeat Steps 6 and 7. You can register up to 100 recipients.

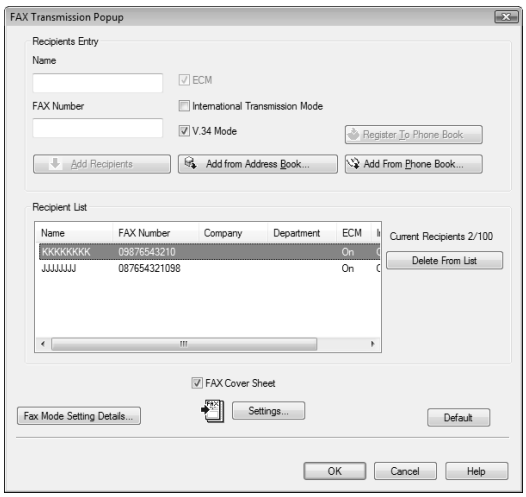
➔ To remove a registered recipient, use [Delete From List].

**8** If necessary, to configure the fax mode details, click [Fax Mode Setting Details], and to specify the fax cover sheet, select the [FAX Cover Sheet] check box.

➔ For details, refer to page 4-7.

**9** Click [OK].

The fax data is sent via this machine.



## 4.1.2 Selecting a recipient from a phone book

**Reference**

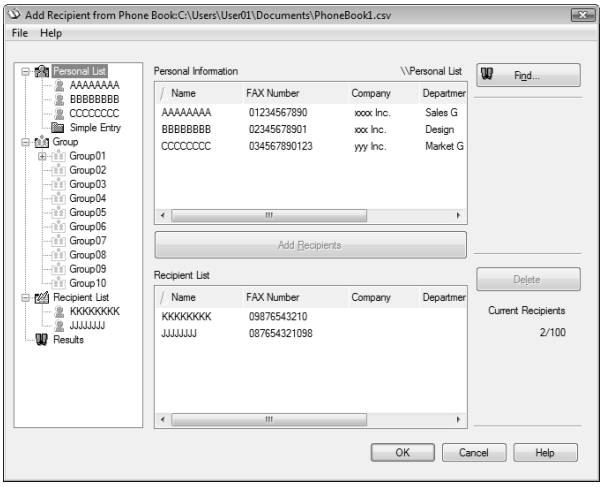
*Before using the phone book, register the name and fax number of the recipient. For details, refer to page 4-24.*

1 When sending a fax, click [Add from Phone Book...] in the [FAX Transmission Popup] window.

➔ To open the [FAX Transmission Popup] window, follow the [Sending operation] (Steps 1 through 5). For details, refer to page 4-3.

2 Select [Personal List] or [Group] from the list on the left side of the phone book to display the desired recipient in the [Personal Information] list.

➔ Clicking [Find...] allows you to search for recipients by specifying conditions.

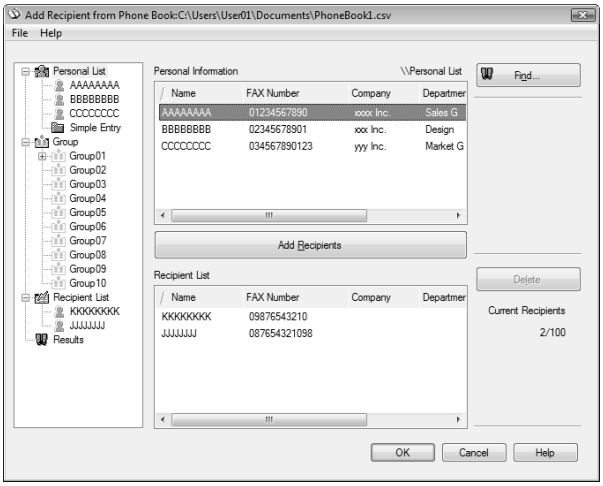



3 Select a recipient name from the [Personal Information] list, and then click [Add Recipients].

➔ To send a fax to multiple recipients, add them in the same manner. You can register up to 100 recipients.

➔ To delete the recipient added to [Recipient List], select the name of the recipient to be deleted, and then click [Delete].

➔ When recipients are registered as a group, select the name of the group, and then click [Add Recipients]. All members of the group are added to [Recipient List] (Broadcast).




4 Click [OK].

The specified names are added to the recipient list, and then the [FAX Transmission Popup] window appears again.

## 4.1.3 Selecting a recipient from an address book

**Reference**

*Before you can select a recipient from the address book of this machine, you must add the name and fax number of the recipient to the address book of this machine. For details, refer to the [User's Guide Network Scan/Fax/Network Fax Operations].*

✔ Selection of recipients from the address book of this machine requires your computer to be connected to and be able to communicate with this machine.

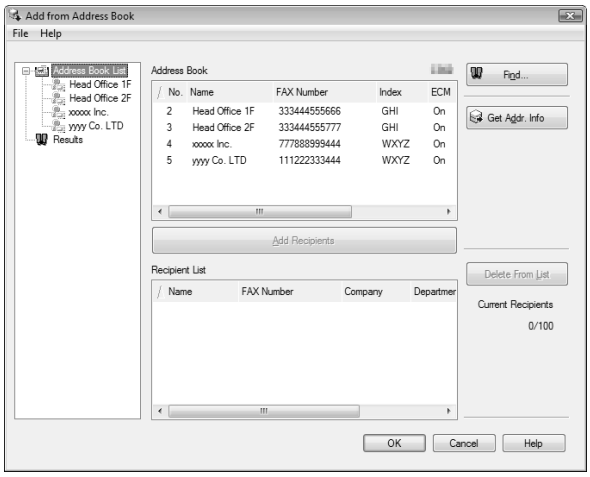
**1** When sending a fax, click [Add from Address Book...] in the [FAX Transmission Popup] window.

➔ To open the [FAX Transmission Popup] window, follow the "Sending operation" (Steps 1 through 5). For details, refer to page 4-3.

**2** Select [Address Book List] from the list on the left side of the window to display the desired recipient in the [Address Book] list.

➔ Clicking [Get Addr. Info] starts the communication with this machine, reading information of the address book.

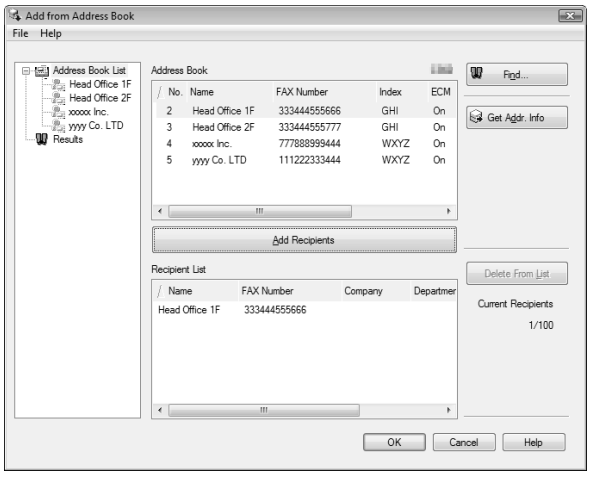
➔ Clicking [Find...] allows you to search for recipients by specifying conditions.




**3** Select a recipient name from the [Address Book] list, and then click [Add Recipients].

➔ To send a fax to multiple recipients, add them in the same manner. You can register up to 100 recipients.

➔ To delete a recipient added to [Recipient List], select the name of the recipient to be deleted, and then click [Delete From List].

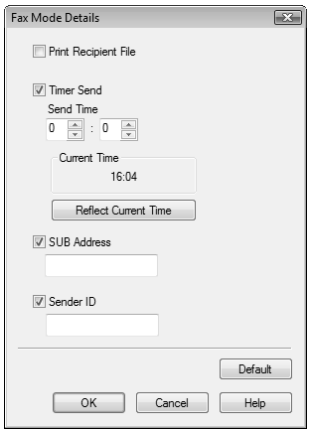



**4** Click [OK].

The specified names are added to the recipient list, and then the [FAX Transmission Popup] window appears again.

## 4.1.4 Configuring the transmission conditions

When sending a fax, click [Fax Mode Setting Details] in the [FAX Transmission Popup] window to display the [Fax Mode Details] window. In this window, configure transmission conditions.




| Item Name | Functions |
|---|---|
| [Print Recipient File] | Select this check box to print the original after sending a fax. |
| [Timer Send] | Specify the sending time. Click [Reflect Current Time] to display the current time set on the computer in the [Send Time] box. |
| [SUB Address] | Specify the SUB address when performing confidential transmission using F code. |
| [Sender ID] | Specify the sender ID when performing confidential communication using F code. |

Reference

- When sending a fax using a timer, make sure that the time set in the computer matches that set in this machine. If the sending time is before the current time set in this machine, the fax will be sent on the following day.
- To perform confidential communication with a different model of fax machine using F code, fill in the [SUB Address] and [Sender ID] boxes. In the [SUB Address] box, you can enter up to 20 numbers (0 through 9) In the [Sender ID] box, you can enter up to 20 characters including numbers (0 through 9), #, and *. For details on the SUB address and sender ID, refer to the [User's Guide Network Scan/Fax/Network Fax Operations].

## 4.1.5 Creating a fax cover sheet

If you select the [FAX Cover Sheet] check box in the [FAX Transmission Popup] window when sending a fax, you can add a cover sheet to the fax. You can edit cover sheet contents in the [FAX Cover Sheet Settings] dialog box, which can be displayed by clicking [Settings...].

In the [FAX Cover Sheet Settings] dialog box, you can switch between the [Basic], [Recipient], [Sender], and [Image] tabs to change settings on a desired tab.

Reference

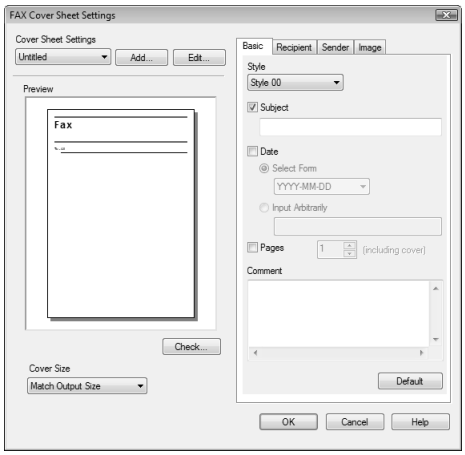
- In Windows Vista ×64/Server 2008 ×64, you cannot select the [FAX Cover Sheet] check box in the [FAX Transmission Popup] window. Configure the FAX cover sheet in the [FAX] tab of the fax driver before sending faxes. For details, refer to page 4-15.

1 Select the [FAX Cover Sheet] check box in the [FAX Transmission Popup] window.

2 Click [Settings...].

The [FAX Cover Sheet Settings] dialog box appears.

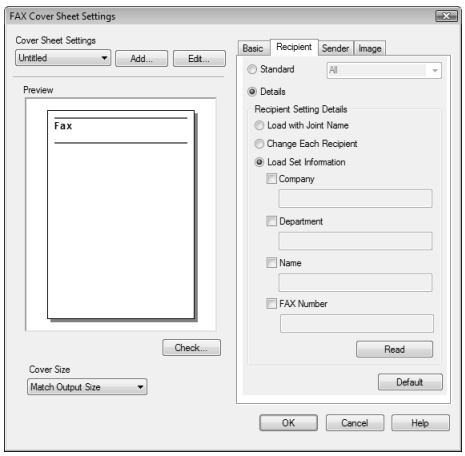
3 Select the size of the cover sheet from the [Cover Size] drop-down list.




4 Use the [Basic] tab to specify the format of the cover sheet and subject of the fax.

| Item Name | Functions |
|---|---|
| [Style] | Select the desired cover format design. |
| [Subject] | Enter the subject of the fax to be sent. You can enter up to 64 characters. |
| [Date] | Specify the date. Select a form or enter it arbitrarily. You can enter up to 20 characters. |
| [Pages] | Specify the number of pages to be sent. |
| [Comment] | Enter the text to be displayed in the comment box. You can enter up to 640 characters. A line break is counted as two characters. |

5 Use the [Recipient] tab to specify the information about the recipients to add to the cover sheet.




| Item Name | Functions |
|---|---|
| [Standard] | Select this button to use the preset text. |
| [Details] | Select this button to specify details in [Recipient Setting Details] in the lower part. |
| [Load with Joint Name] | Select this button to add recipients in joint names. The contents of the recipient list in the [FAX Transmission Popup] window are added. |
| [Change Each Recipient] | Select this button to change the information by recipient. The contents of the recipient list in the [FAX Transmission Popup] window are added. |

| Item Name | Functions |
|---|---|
| [Load Set Information] | Select this button to add the contents entered in the [Company], [Department], [Name], and [FAX Number] under the button. You can enter up to 80 characters in each item. |
| [Read] | Click this button to read the contents of the first recipient into the information boxes. |

➔ Selecting [Change Each Recipient] allows you to create up to 40 individual cover sheets.

➔ Even if you select [Change Each Recipient], the first cover sheet is displayed in [Preview] as a sample.

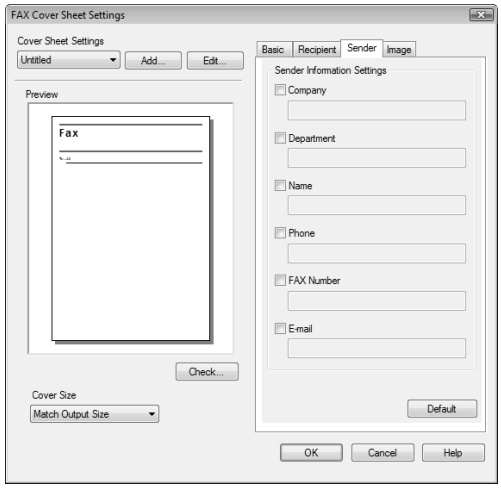
➔ Selecting [Load with Joint Name] or [Change Each Recipient] adds the registered name without the title.

➔ If you have not specified any recipient in the [FAX Transmission Popup] window, you cannot select [Load Set Information]. You cannot select it even in the [FAX] tab of the fax driver.

**6** Use the [Sender] tab to specify the information about the sender to add to the cover sheet.

➔ Select check boxes for the items you want to add, and then enter the text.

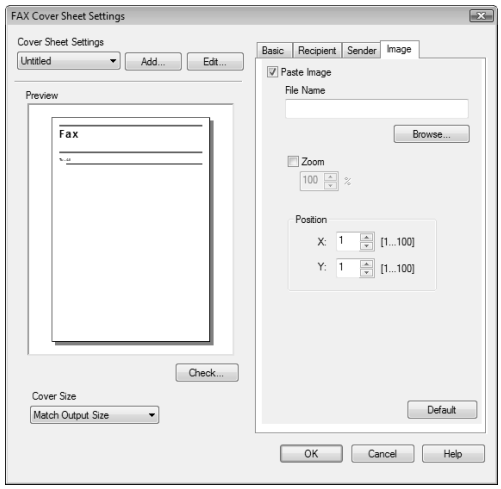
➔ You can enter up to 80 characters in each item.




**7** To place images such as a company log mark and map on the cover sheet, use the [Image] tab to specify the image file.

➔ To specify the size, select the Zoom check box and enter the value in the box. To specify the position, enter the values in the [X:] and [Y:] boxes.

➔ The specifiable file type is BMP.



8 Check the specified contents.

To confirm the enlarged layout image, click [Check...].

➔ Clicking [Add...] allows you to save the cover sheet settings with a name. You can recall them from the [Cover Sheet Settings] list next time.

9 Click [OK].

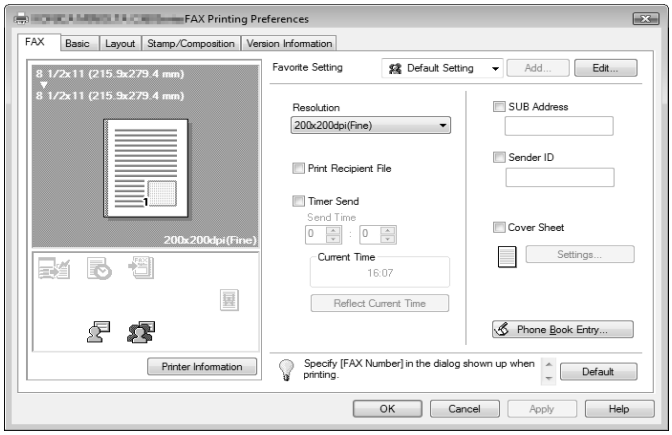
# 4.2 Settings

## 4.2.1 Common Settings

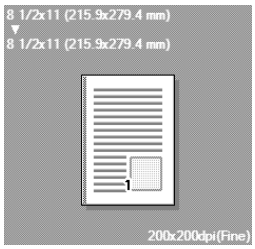
This section describes the settings and buttons common to tabs of the [Printing Preferences] or [Properties] page of the fax driver.

To open the [Printing Preferences] page, click [Properties] (or [Preferences]) in the [Print] dialog box or right-click the printer icon of the [Printers] or [Printers and Faxes] window, then select [Printing Preferences...] ([Document Defaults...] for Windows NT 4.0).

To open the [Properties] page, right-click the printer icon of the [Printers] or [Printers and Faxes] window, and select [Properties].




| Button Name | Functions |
|---|---|
| [OK] | Click this button to enable changed settings and close the properties window. |
| [Cancel] | Click this button to disable (cancel) changed settings and close the properties window. |
| [Help] | Click this button to display Help of the items in the displayed window. |
| [Add...] (Favorite Setting) | Click this button to save current settings so that they can be recalled later. |
| [Edit...] (Favorite Setting) | Click this button to change saved settings. |
| [Default] | Click this button to restore settings immediately after installation. |

| Button Name | Functions |
|---|---|
| View | Displays the sample page layout based on current settings for checking the TX result image.<br>  <br><br>You can check the configured functions by the icons displayed on the lower part of the view.<br>: Appears when [Print Recipient File] is selected, and is grayed out when cleared.<br>: Appears when [Timer Send] is selected, and is grayed out when cleared.<br>: Appears when [Cover Sheet] is selected, and is grayed out when cleared.<br>: Appears when [Watermark] is selected, and is grayed out when cleared.<br>: Appears when [User Authentication] is configured, and is grayed out when not.<br>: Appears when [Account Track] is used, and is grayed out when not. |
| [Printer Information] | Click this button to start **Web Connection** and check the printer information. This button is enabled only when your computer can communicate with this machine. |

**Reference**

*To enable the installed options, it is necessary to configure their settings in [Device Option]. For details, refer to page 4-22.*

## 4.2.2 [FAX] tab

| Item Name | Functions |
|---|---|
| [Resolution] | Select a resolution for the fax. |
| [Print Recipient File] | Select this check box to print the original after sending a fax. |
| [Timer Send] | Specify the sending time. Click [Reflect Current Time] to display the current time set on the computer in the [Send Time] box. |
| [SUB Address] | Specify the SUB address when performing confidential transmission using F code. |
| [Sender ID] | Specify the sender ID when performing confidential communication using F code. |
| [Cover Sheet] | Select this check box to configure the cover sheet for the fax. |
| [Phone Book Entry...] | Click this button to edit phone books. |

### 4.2.3 [Basic] tab

| Item Name | Functions |
|---|---|
| [Original Orientation] | Select the orientation of the original to be sent. |
| [Original Size] | Select the paper size of the original to be sent. |
| [Paper Size] | Select the size of the paper to be sent. If it is different from the original size, the output image will be automatically enlarged or reduced. |
| [Zoom] | Select an enlarge or reduce ratio. |
| [Authentication/Account Track...] | Click this button to specify the user name and password when [User Authentication] is enabled on this machine, or the account name and password when [Account Track] is enabled on this machine. |

### 4.2.4 [Layout] tab

| Item Name | Functions |
|---|---|
| [Combination] | Select this check box to combine the pages contained in a document with multiple pages on to one sheet, or divide a single page original on to multiple sheets when sending. Clicking [Combination Details...] allows you to configure details. |
| [Skip Blank Pages] | Select this check box to avoid sending any blank pages. |

### 4.2.5 [Stamp/Composition] tab

| Item Name | Functions |
|---|---|
| [Watermark] | Select this check box to send the document with a watermark (character stamp) overlapped. Clicking [Edit...] allows you to create, change, or delete watermarks. |

### 4.2.6 [Configure] tab

| Item Name | Functions |
|---|---|
| [Device Option] | Configure the status of the options installed on this machine and user authentication/account track. Specify the status of each item in the [Setting] box. |
| [Acquire Device Information] | Click this button to communicate with this machine and load the status of the installed options. |
| [Acquire Settings...] | Click this button to configure conditions such as the destination from which you acquire the device information. |
| [Encrypt. Passphrase] | Select this check box and enter the encryption passphrase in the text box when it is user-defined for communication with this machine. |

Reference

- To display the [Configure] tab, right-click the icon for the installed printer with a name like "xxxxxxx FAX", and then click [Properties].
- The function of [Acquire Device Information] is available only when your computer is connected to and can communicate with this machine. To use [Acquire Device Information], in Administrator Settings of this machine, set [System Connection] - [OpenAPI Settings] - [Authentication] to [OFF]. For details, refer to the [User's Guide Print Operations].

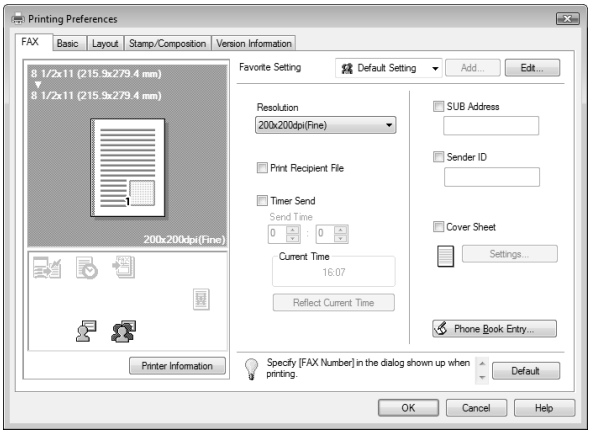
## 4.2.7 [Settings] tab

| Item Name | Functions |
|---|---|
| [Display Constraint Message] | Select this check box to display the message when functions that cannot be configured simultaneously are enabled for the printer driver. |
| [Display paper set in Print Server Properties] | Select this check box to use forms added in the [Server Properties] dialog box of the Printers window. |
| [Verify Authentication settings before printing] | Select this check box to verify authentication settings for this machine before printing, and display the message if they are not satisfied. |
| [Popup Authentication Dialog when printing] | Select this check box to display the User Authentication/Account Track dialog box when specifying printing, prompting entering the user name and account name. |
| [Reconfirm FAX number entered directly] | Select this check box to display a window for entering the fax number again for confirmation if you click [Add Recipients] after directly entering information in the [FAX Number] box in the [FAX Transmission Popup] window. |
| [Save Custom Size...] | Click this button to register custom paper sizes. |

Reference

- To display the [Settings] tab, right-click the icon for the installed printer with a name such as "xxxxxxx FAX", and then click the [Properties].

# 4.3 Configuring the [FAX] tab settings

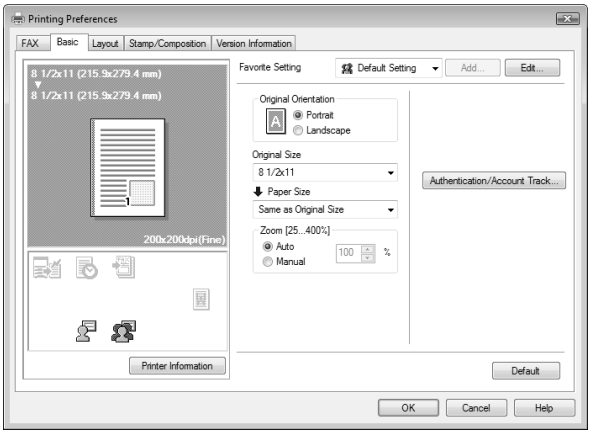



| Item Name | Functions |
|---|---|
| [Resolution] | Select a resolution for the fax. Selecting a higher resolution may take longer communication time. |
| [Print Recipient File] | Select this check box to print the original after sending a fax. This function can also be specified as a transmission condition when sending a fax. For details, refer to page 4-7. |
| [Timer Send] | Specify the sending time. Click [Reflect Current Time] to display the current time set on the computer in the [Send Time] box. This function can also be specified as a transmission condition when sending a fax. For details, refer to page 4-7. |
| [SUB Address] | Specify the SUB address when performing confidential transmission using F code. This function can also be specified as a transmission condition when sending a fax. For details, refer to page 4-7. |
| [Sender ID] | Specify the sender ID when performing confidential communication using F code. This function can also be specified as a transmission condition when sending a fax. For details, refer to page 4-7. |
| [Cover Sheet] | Select this check box to configure the cover sheet for the fax. This item can also be configured when sending a fax. For details, refer to page 4-7. |
| [Phone Book Entry...] | Click this button to edit phone books. For details, refer to page 4-24. |

Reference

- When sending a fax using a timer, make sure that the time set in the computer matches that set in this machine. If the sending time is before the current time set in this machine, the fax will be sent on the following day.
- To perform confidential communication with a different model of fax machine using F code, fill in the [SUB Address] and [Sender ID] boxes. In the [SUB Address] box, you can enter up to 20 numbers (0 through 9)
  In the [Sender ID] box, you can enter up to 20 characters including numbers (0 through 9), #, and *. For details on the SUB address and sender ID, refer to the [User's Guide Network Scan/Fax/Network Fax Operations].

# 4.4 Configuring the [Basic] tab settings




| Item Name | Functions |
|---|---|
| [Original Orientation] | Select the orientation of the original to be sent. |
| [Original Size] | Select the paper size of the original to be sent. |
| [Paper Size] | Select the size of the paper to be sent. If it is different from the original size, the output image will be automatically enlarged or reduced. |
| [Zoom] | Select an enlarge or reduce ratio. |
| [Authentication/Account Track...] | Click this button to specify the user name and password when [User Authentication] is enabled on this machine, or the account name and password when [Account Track] is enabled on this machine.<br>For details on the user authentication, refer to page 4-17. For details on the account track, refer to page 4-18. |

## 4.4.1 Configuring a custom size

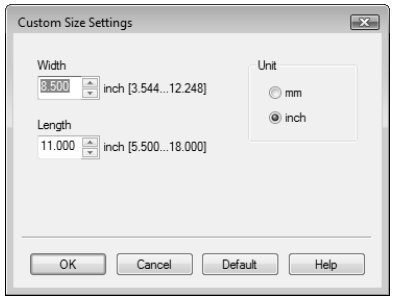
To send a fax of the original of a custom size, specify a paper size following the procedure shown below.

1 Select [Custom Size] from [Original Size] or [Paper Size].

The [Custom Size Settings] dialog box appears.

2 Configure the following items.

| Item Name | Functions |
|---|---|
| [Width] | Select a width of the custom size according to the unit you use. |
| [Length] | Select a length of the custom size according to the unit you use. |
| [Unit] | Select a unit to be used for specifying the size. |




3 Click [OK].

## 4.4.2 Configuring user authentication settings

When the authentication mode is configured on this machine, enter the user name and password.

Reference

- If you enter an incorrect user name or password for the [User Authentication] settings of this machine or have not enabled [User Authentication], you will not be authenticated by this machine and the job will be discarded when sending a fax.
- If a user enters incorrect authentication information when the [User Authentication] settings are configured on this machine and [Prohibited Functions When Authentication Error] is set to [Mode 2], the user will be locked and prohibited from accessing the printer.

**Reference**

*If user authentication is not enabled in the [Configure] tab, user authentication will not be performed. If you are using the user authentication, be sure to enable it in the [Device Option] list. For details, refer to page 4-22.*

1 Click the [Basic] tab.

2 Click [Authentication/Account Track...].

3 Select [Recipient User], and then fill in the [User Name] and [Password] boxes as registered in this machine.

➔ You can enter up to 64 characters for the user name, and up to 64 characters for the password.

➔ If public user access is allowed on this machine , the printer can be used by selecting [Public User].

➔ It is necessary to configure server settings when user authentication is performed with the server. Click [Server Setting...], and then select a server.

➔ Clicking [Verify] allows communication with this machine to confirm whether the entered user can be authenticated. This function is available only when your computer is connected to and can communicate with this machine.

➔ When user authentication is performed with the relay server, you must enter the user information specified by the server administrator. The windows and input items that appear vary according to the settings. For details, contact your server administrator.

➔ When authentication is performed using the relay server, in the Administrator Settings of this machine, set [System Connection] - [OpenAPI Settings] - [Authentication] to [OFF]. For details, refer to the [User's Guide Print Operations].

4 Click [OK].

Reference

- Even a registered user cannot send a fax if the user is not allowed to use the printer. For user authentication, contact the administrator of this machine.
- When using an optional **Authentication Unit** for user authentication, fill in the [User Name] and [Password] boxes in Step 3. For details, refer to the [User's Guide Copy Operations].

## 4.4.3 Configuring account track settings

When the [Account Track] settings are configured on this machine, you must enter the account name and password.

Reference

- If you enter an incorrect account name or password for the [Account Track] settings on this machine or have not enabled [Account Track], you will not be authenticated by this machine and the job will be discarded when sending a fax.
- If a user enters incorrect authentication information when the [Account Track] settings are configured on this machine and [Prohibited Functions When Authentication Error] is set to [Mode 2], the user will be locked and prohibited from accessing the printer.

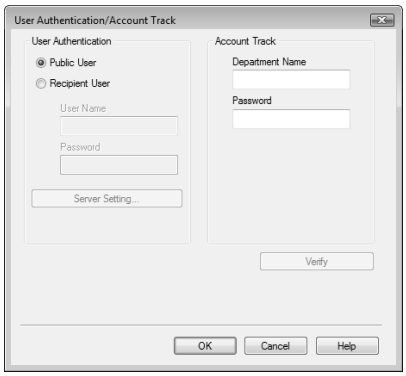
**Reference**

*If account track is not enabled in the [Configure] tab, [Account Track] cannot be performed. If you are using account track, be sure to enable it in the [Device Option] list. For details, refer to page 4-22.*

1 Click the [Basic] tab.

2 Click [Authentication/Account Track...].

3 Fill in the [Department Name] and [Password] boxes as registered in this machine.




➔ You can enter up to 8 characters for the [Department Name] and the [Password].

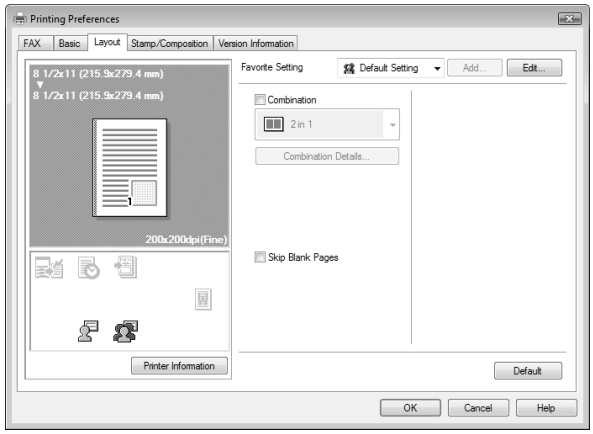
➔ Clicking [Verify] allows communication with this machine to confirm whether the entered user can be authenticated. This function is available only when your computer is connected to and can communicate with this machine.

4 Click [OK].

Reference

- Even a registered account cannot send a fax if it is not permitted to use the printer. For information on the account track function, contact the administrator of this machine.

# 4.5 Configuring the [Layout] tab settings




| Item Name | Functions |
|---|---|
| [Combination] | Select this check box to combine the pages contained in a document with multiple pages on to one sheet, or divide a single page original on to multiple sheets when sending. Clicking [Combination Details...] allows you to configure details. |
| [Skip Blank Pages] | Select this check box to avoid sending any blank pages. |

## 4.5.1 Combining pages (N in 1 or performing Poster Mode printing)

Specify N in 1 printing, which prints a whole document consisting of multiple pages on to one sheet, or Poster Mode printing, which prints information on a single page of the original on to multiple sheets.

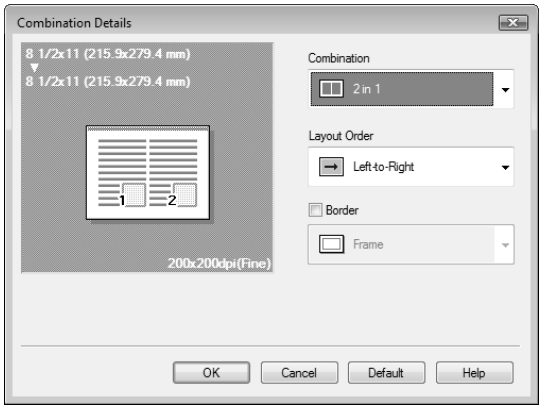
N in 1 printing is useful for saving the number of printed sheets.

Poster Mode printing is useful when the recipient fax machine does not support larger paper sizes.

1 Click the [Layout] tab.

2 Select the [Combination] check box, and then select a condition from the drop-down list.

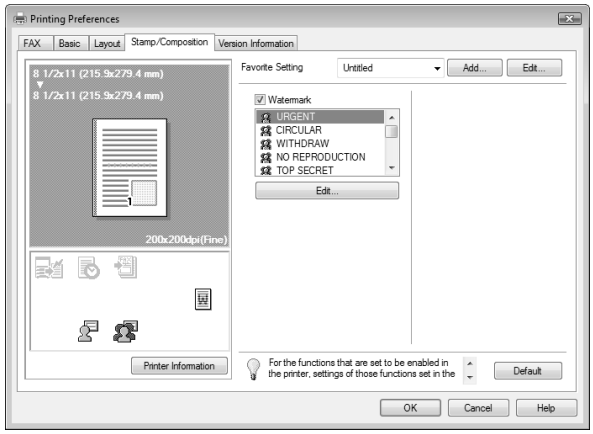
➔ To configure settings for [Border] or [Overlap width line], click [Combination Details...], and then on the appeared window, configure settings.




Reference

- Sending documents containing pages of different sizes or orientations in one job may cause images to be partially lost or to overlap.

# 4.6 Configuring the [Stamp/Composition] tab




## 4.6.1 Sending by printing a watermark

Send a fax by printing particular text on the document background as a watermark.

1 Click the [Stamp/Composition] tab.

2 Select the [Watermark] check box.

3 Select the watermark you want to print from the list.

## 4.6.2 Editing a watermark

You can change the format or position of the watermark, or register a new watermark.

1 Click the [Stamp/Composition] tab.

2 Select the [Watermark] check box.

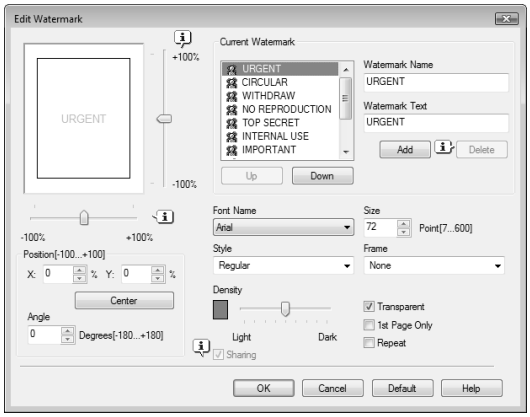
3 Click [Edit...] under the [Watermark] check box.

The [Edit Watermark] dialog box appears.

4 To create a watermark, click [Add].

➔ To change the watermark, select any in [Current Watermark].

5 Configure the following items.



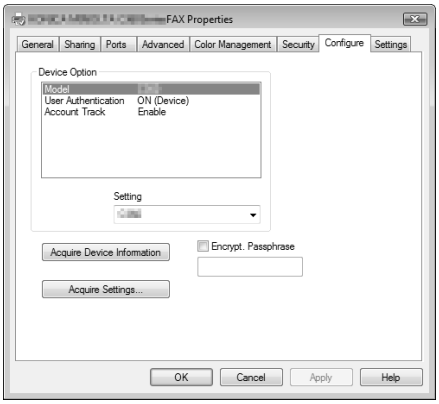

| Item Name | Functions |
|---|---|
| [Watermark Name] | Enter the name of the watermark.<br>You can enter up to 30 characters. |
| [Watermark Text] | Enter text to be printed as the watermark.<br>You can enter up to 30 characters. |
| [Add] | Click this button to create a new watermark. |
| [Delete] | Click this button to delete the selected watermark. |
| [Position] | Select the vertical and lateral positions. You can specify the positions using the scroll bars provided on the right of and under the image.<br>Clicking [Center] returns the position to the center. |
| [Angle] | Select a print angle for the watermark. |
| [Font Name] | Select the font. |
| [Size] | Select the size. |
| [Style] | Select the style. |
| [Frame] | Select the frame style. |
| [Density] | Specify the density of the text. |
| [Sharing] | Select this check box to register the watermark for sharing it with other users or clear this check box to register it for private use. |
| [Transparent] | Select this check box to print the watermark in a transparent image. |
| [1st Page Only] | Select this check box to print the watermark only on the first page. |
| [Repeat] | Select this check box to print the watermark on one page repeatedly. |

➔ You can register up to 30 sharing watermarks, and up to 20 private watermarks.

➔ Only the administrator can select the [Sharing] check box.

6 Click [OK].

# 4.7 Configuring the [Configure] tab settings




## 4.7.1 Selecting the option

Configure the installed status of the options to make their functions available to this machine in the [Printing Preferences] page of the fax driver.

Any options that are installed in this machine but not configured in the [Configure] tab cannot be used in the [Printing Preferences] of the fax driver. Be sure to configure the settings for the installed options.

1 Open the [Printers] window or [Printers and Faxes] window.

- ➔ In Windows Vista/Server 2008, click [Start], open [Control Panel], and then click [Printers] in [Hardware and Sound]. When [Control Panel] is displayed in Classic View, double-click [Printers].
- ➔ In Windows XP/Server 2003, click [Start], then [Printers and Faxes].
- ➔ In Windows XP/Server 2003, if [Printers and Faxes] is not displayed in the [Start] menu, open [Control Panel] from the [Start] menu, select [Printers and Other Hardware], then [Printers and Faxes]. When [Control Panel] is displayed in Classic View, double-click [Printers].
- ➔ In Windows 2000/NT 4.0, click [Start], and then select [Settings], then [Printers].

2 Right-click the icon for the installed printer with a name like "xxxxxxx FAX", and then click the [Properties].

3 Click the [Configure] tab.

4 From [Device Option], select [Model].

5 Select the name of model to be used from the [Setting] drop-down list.

6 From [Device Option], select the option to be configured.

7 Select the status of the installed option from the [Setting] drop-down list.

Reference

- If the setting for [Model] is available, select the model to be used.
- Clicking [Acquire Device Information] communicates with this machine and load the status of the installed options. This function is available only when your computer is connected to and can communicate with this machine. To use [Acquire Device Information], in Administrator Settings of this machine, set [System Connection] - [OpenAPI Settings] - [Authentication] to [OFF]. For details, refer to the [User's Guide Print Operations].
- Clicking [Acquire Settings...] allows you to configure the destination.

## 4.7.2 Changing the encryption passphrase

When the encryption passphrase is user-defined on this machine, enter the passphrase.

An encryption key is automatically created for the entered text, and used for communication with this machine.

**Reference**

*In [Encrypt. Passphrase], enter the passphrase that matches the one that configured in [Driver Password Encryption Setting] of this machine. For details, refer to the [User's Guide Print Operations].*

1 Click the [Configure] tab.

2 Select the [Encrypt. Passphrase] check box.

3 Enter the encryption passphrase in the [Encrypt. Passphrase] box.

➔ Enter it using 20 characters.

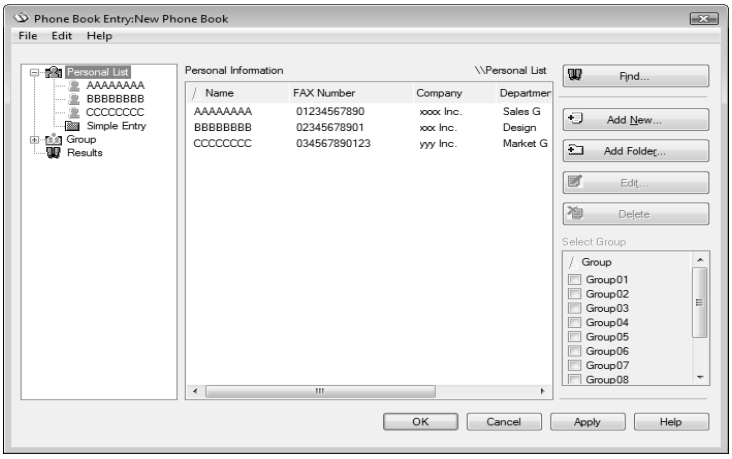
# 4.8 Using phone books

## 4.8.1 Adding recipients to a phone book

Adding frequently used recipients to a phone book allows you to recall them when sending faxes. Use the [FAX] tab of the fax driver to add recipients to a phone book.

1 In the [FAX] tab of the fax driver, click [Phone Book Entry...].

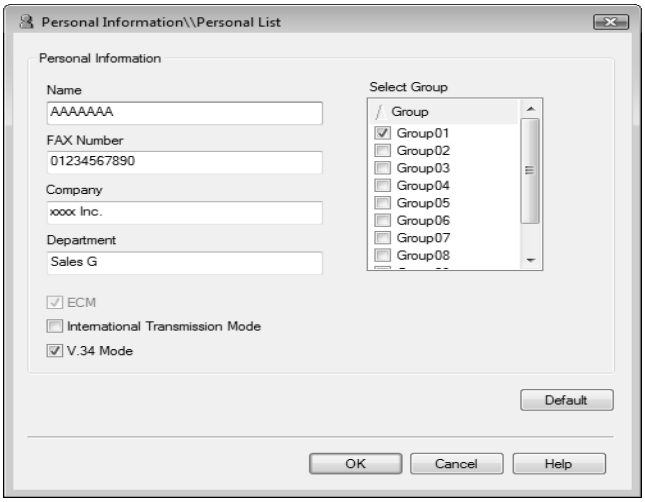
The [Phone Book Entry] window appears.




2 Select [Personal List] from the list on the left of the phone book, and then click [Add New...].

The [Personal Information\\Personal List] dialog box appears.

3 Fill in the [Name], [FAX Number], [Company], and [Department] boxes.




➔ When the entered name is printed on the fax cover sheet, the title will not be attached. To provide the name with a title on the fax cover sheet, enter the name with a title in the [Name] box.

➔ In each of the [Name], [Company], and [Department] boxes, you can enter up to 80 characters.

➔ In the [FAX Number] box, you can enter the fax number using up to 38 characters including numbers between 0 and 9, hyphen (-), space, #, *, E, P, and T. To send a fax overseas, enter the country number at the beginning of the number.

➔ Change the communication mode if necessary.
[ECM]: Select the check box to use ECM (error correction mode). If the V.34 check box is selected, you will not be able to clear this check box.
[International Transmission Mode]: Select the check box to send a fax at a lower speed for overseas communication. Select this check box if errors occur when sending faxes overseas.
[V.34 Mode]: Select the check box to use the super G3 fax transmission mode. Select this check box for ordinary operation; clear this check box only when communication is not possible due to the mode of the recipient machine.

4 To add the recipient to groups, select the check boxes for the groups.

➔ Adding a recipient to a group allows you to sending a fax to the recipient by specifying the group as a recipient (Broadcast). If you expect to frequently send faxes to particular members, it will be useful to add them to a group.

➔ You can select multiple groups for a recipient to be added to.

➔ You can change the group name.

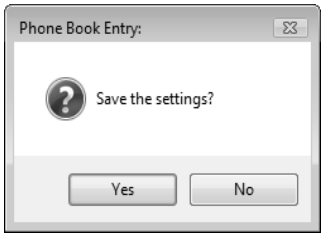
5 Click [OK].

The personal information is registered and displayed under Personal List.
If you have selected groups for the recipient, it will be displayed in the groups list.

6 Click [OK].

If you have added the name, finish editing the phone book.
If you have added a recipient to the phone book for the first time, the dialog box for confirming whether to save the phone book will be displayed.

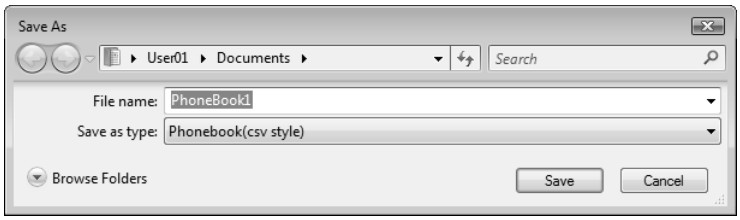
7 Click [Yes].




The [Save As] dialog box appears.

8 Locate the folder you want to save the file to, enter the file name, and then click [Save].

The phone book is saved as a new file.




➔ The [Save As] dialog box appears only when you have added the first recipient to a phone book. When you change the phone book the second and subsequent times, the [Save As] dialog box will not appear and the existing file is automatically overwritten.

➔ The saved phone book file automatically appears when you open the phone book next time. To open a different phone book file, click the [File] menu of the [Phone Book Entry] dialog box, and then select [Open...]. Saving multiple phone book files allows you to switch between these files to locate the desired one.

➔ To create a new phone book file, click the [File] menu of the [Phone Book Entry] dialog box, and then select [New]. From the [File] menu, select [Save As...] to save it with a different name.

➔ The extension of the phone book file is ".csv".

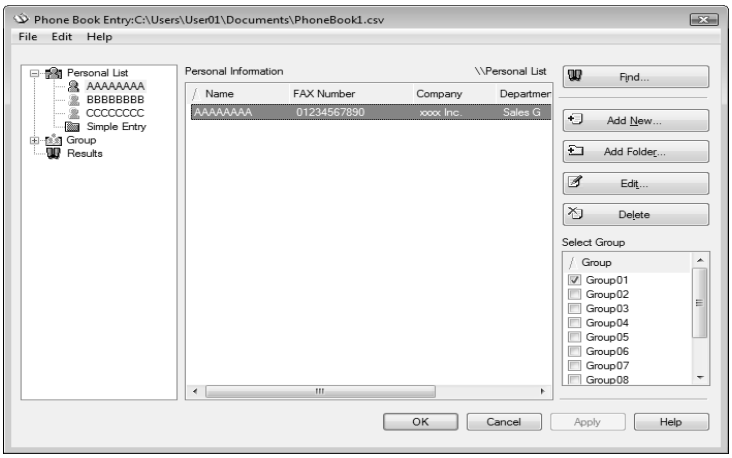
## 4.8.2 Editing a phone book

Editing or organizing a phone book, for example, changing the registered personal information or group name, enhances its usability.

### Changing the personal information

Select the name of the recipient you want to change from [Personal List] on the left of the phone book, and then click [Edit...]. The [Personal Information] dialog box appears, which is the same as that for adding the recipient, and you can change the entries.

To delete a recipient, select the name of the recipient from [Personal List] on the left of the phone book, and then click [Delete]. At the same time, that recipient is deleted from the groups it belongs to.

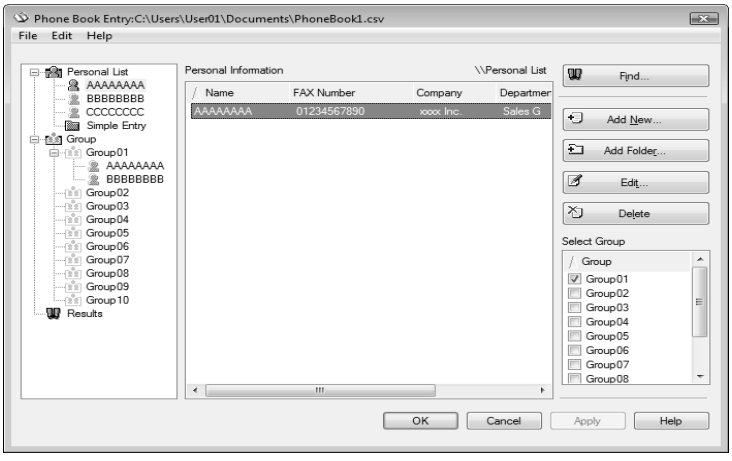



Reference

- If you have added pairs of names and fax numbers using [Register To Phone Book] when sending faxes, they are displayed in the [Simple Entry] folder of the phone book.

### Changing group membership

From [Personal List] on the left of the phone book, select the name of the recipient you want to change, and then select or clear the check boxes in the group list on the right.




Reference

- If you drag the name of a recipient from [Personal List] on the left of the phone book to a group, you can add the recipient to the group. However, you cannot remove the recipient from the group by dragging.
- You can add up to 100 recipients to one group.

### Changing a group name

Select the group you want to change from [Group] on the left of the phone book, click the [Edit...] menu, and then select [Rename Group...].

## Creating a folder

Select [Personal List] on the left of the phone book, and click [Add Folder...] to create a folder. You can also select [Add Folder...] in the [Edit] menu to create a folder.

You can move a recipient from [Personal List] to the new folder by dragging the name to the folder.

To change a folder, select one you want to change, and then click [Edit...].

To delete a folder, select one you want to delete, and then click [Delete].

Reference

- Alternatively, you can move a recipient to a folder by right-clicking on the name of the recipient, selecting [Copy] or [Cut], right-clicking in the destination folder, and selecting [Paste].
- You can enter a folder name using up to 40 characters.
- You can create folders up to three hierarchy levels.

## Searching for personal information

Clicking [Find...] on the right of the phone book displays the [Find] dialog box where you can specify search conditions.

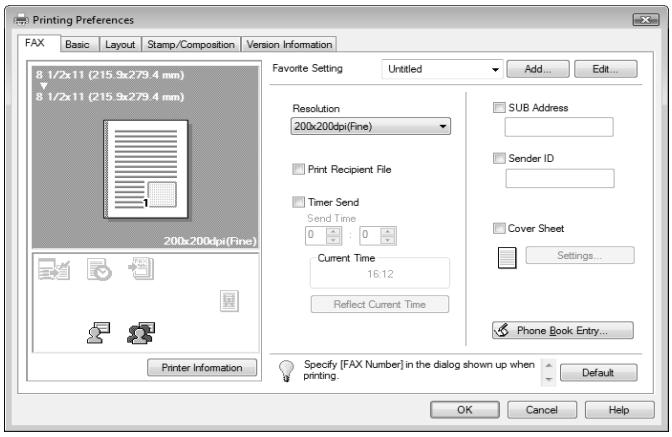
# 4.9 Saving the fax driver settings

You can save the changed fax driver settings and recall them if necessary.

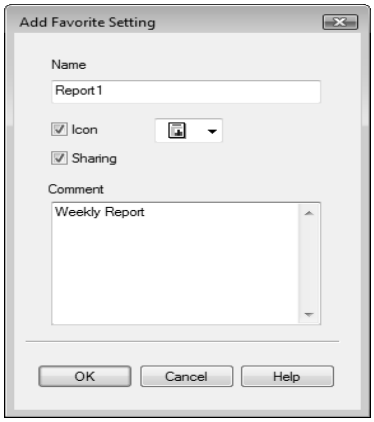
## 4.9.1 Saving the settings

1 Change the fax driver settings in the [Basic], [Layout], or other tab.

2 Click [Add...] next to the [Favorite Setting] box.




3 Configure the following items.




| Item Name | Functions |
|---|---|
| [Name] | Enter the registration name of settings. |
| [Icon] | Select an icon. You can register settings without selecting an icon. |
| [Sharing] | Select this check box to share the setting file with other users or clear this check box to register it for private use. |
| [Comment] | Enter the detailed description of the setting file if necessary. |

4 Click [OK].

The settings are added to the [Favorite Setting] list.

- ➔ You can add up to 30 shared driver settings, and up to 20 private driver settings.
- ➔ In the [Name] box, you can enter up to 30 characters. You can enter a comment using up to 255 characters.
- ➔ Only the administrator can select the [Sharing] check box.

**Reference**

*You can save (export) the settings in a file. For details, refer to page 4-29.*

## 4.9.2 Recalling settings

Open the [Printing Preferences] page of the fax driver, and select the name of settings to be recalled from the [Favorite Setting] drop-down list.

The settings are recalled and the fax driver settings are changed.

## 4.9.3 Editing settings

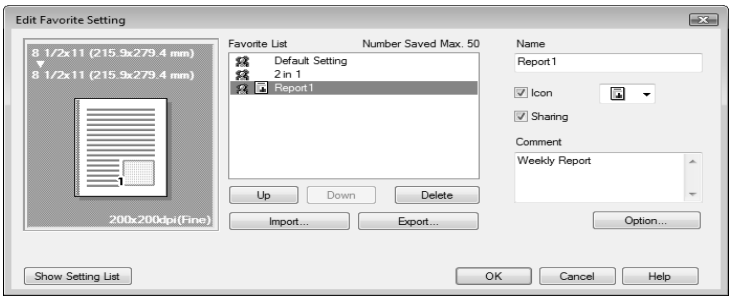
You can edit the name or comment of settings, or select items for the settings to be recalled.

1 Click [Edit...] in [Favorite Setting] in the [Printing Preferences] page of the fax driver.

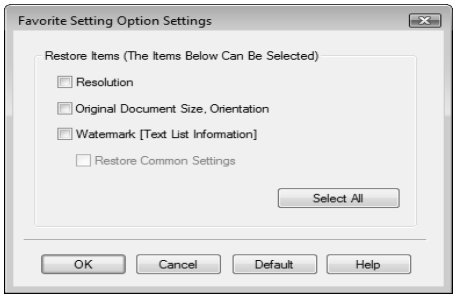
2 Select the name of settings you want to change from the list, and then configure items.

➔ To delete them, click [Delete].

➔ To change the display order, select a name of the settings, and then move it to a desired position using [Up] [Down].




3 Click [Option...], select the check boxes for the functions to be recalled, and then click [OK].




4 Click [OK].

Reference

- You cannot change the settings for the fax driver functions.

## 4.9.4 Importing settings/Exporting settings

You can save (export) the settings in a file or load (import) them from the file. This is useful when using the same settings on a different computer.

1 Click [Edit...] in [Favorite Setting] in the [Printing Preferences] page of the fax driver.

2 Select the name of settings to be exported from the list, and then click [Export...].

The dialog box for saving the setting file appears.

3 Locate the folder you want to save the file to, and then enter the file name.

4 Click [Save].

A setting file is created. The extension of the file is ".ksf".

Reference

- To load the saved setting file in the Favorite Setting list, click [Import...], and then specify the file.

# 5 Troubleshooting

# 5 Troubleshooting

This chapter describes troubleshooting procedures.

## 5.1 Cannot send faxes

This section describes how to solve issues and problems that you may encounter while using the printer.

If you cannot send a fax even when you have completed the sending procedure, check the following items in order from beginning to end.

| Problem | Possible Cause | Remedy |
|---|---|---|
| A message saying "Printer is not connected" or "Print Error" appears on the computer screen. | The fax driver specified when sending may not be supported by the printer controller. | Check the specified printer name. |
| | The network or USB cable may be disconnected. | Check that the cable is correctly connected. |
| | An error may have occurred on this machine. | Check the control panel of this machine. |
| | Memory may be insufficient. | Check whether a test page can be sent. |
| Print processing on the computer finished, but transmission does not start. | The fax driver specified when sending may not be supported by the printer controller. | Check the specified printer name. |
| | The network or USB cable may be disconnected. | Check that the cable is correctly connected. |
| | An error may have occurred on this machine. | Check the control panel of this machine. |
| | Unprocessed jobs may remain on this machine and be waiting to be processed. | Check the processing order for the job using Job List on the control panel of this machine. |
| | When the account track is enabled, you may have entered an unregistered account name and password. | Enter the correct account name and password. |
| | When the user authentication is enabled, you may have entered an unregistered user name or password. | Enter the correct user name or password. |
| | Memory of the computer may be insufficient. | Check whether a test page can be sent. |
| | Network connection with the printer controller is not established (when connecting via the network). | Contact your network administrator. |
| | This machine may be in the enhanced security mode. | Configure authentication settings in the enhanced security mode. For details, contact your network administrator. |

If the problem recurs after you have checked the above items, refer to the [User's Guide Copy Operations], [User's Guide Network Scan/Fax/Network Fax Operations], and [User's Guide Print Operations].

## 5.2 Cannot configure settings/cannot send faxes according to the settings

Check the following items when you cannot configure settings of the fax driver or cannot send a fax according to the settings you have configured.

Reference

- Some items for the fax driver may not be configured simultaneously.

| Problem | Possible Cause | Remedy |
|---|---|---|
| Cannot select items in the FAX driver printing preferences dialog box. | Some functions cannot be combined. | Grayed out items cannot be configured. |
| A "conflict" message saying "unable to configure" or "function will be canceled" appears. | You are trying to configure the functions that cannot be combined. | Check carefully the functions you have specified, and then specify the functions that can be combined. |
| Cannot send a fax according to the settings you have configured. | The settings may not be configured correctly. | Check the setting of each item of the fax driver. |
| | The selected functions can be combined in the fax driver, but not on this machine. | |
| | The paper size or paper orientation specified in the application may take precedence over the settings in the fax driver when sending a fax. | Configure settings in the application correctly. |
| No watermark is printed. | The watermark settings may not be configured correctly. | Check the watermark settings. |
| | The density of the watermark may be too light. | Check the density setting. |
| | Some graphic applications do not print watermarks. | When using such a program, the watermark cannot be printed. |

### 5.2.1 Error message

| Message | Cause and remedy |
|---|---|
| Cannot connect to the network | A connection to the network was not able to be established. Make sure that the network cable is correctly connected. In addition, make sure that [Network Settings] in [Administrator Settings] have been correctly configured. |

# 6 Appendix

# 6 Appendix

This chapter describes terms used in this document. Read this chapter if necessary.

## 6.1 Glossary

| Term | Description |
|---|---|
| 10Base-T/<br>100Base-TX/<br>1000Base-T | A set of specifications under the Ethernet standards. Those cables that consist of twisted copper wire pairs are used. The transmission rates are 10Mbps with 10Base-T, 100Mbps with 100Base-TX and 1000Mbps with 1000Base-T. |
| bit | The abbreviation for binary digit. The smallest unit of information (data quantity) handled by a computer or printer. A bit uses only a 0 or a 1 to indicate data. |
| BMP | The abbreviation for bitmap. This is a file format for saving image data. (The file extension is ".bmp".)<br>Commonly used on Windows platforms. BMP covers the color depth from monochrome (2 values) to full color (16,777,216 colors). BMP images are not suitable for compressed storage. |
| BOOTP | The abbreviation for Bootstrap Protocol. The protocol is used for a client computer on the TCP/IP network to load network configuration automatically from a server. Instead of BOOTP, DHCP, an advanced protocol based on BOOTP, is typically used today. |
| Brightness | Brightness of a display or other screen. |
| Byte | A byte indicates a unit of information (data quantity) handled by a computer or printer. A byte consists of eight bits. |
| Client | A computer using services provided by servers via the network. |
| Default Gateway | A device, such as a computer or router, used as a "gateway" to access computers on different LANs. |
| DHCP | The acronym for Dynamic Host Configuration Protocol. The protocol is used for a client computer on the TCP/IP network to load network configuration automatically from a server. Just using a DHCP server to centrally manage IP addresses of the DHCP clients enables you to construct a network without IP address conflicts or other troubles. |
| DNS | The acronym for Domain Name System. DNS allows for obtaining the IP address corresponding to a host name in network environments. This system enables a user to access other computers on the network by specifying host names instead of elusive and non-intuitive IP addresses. |
| DPI (dpi) | The acronym for Dots Per Inch. A unit of resolution used for printers and scanners. This indicates the number of dots used to represent an inch. The higher this value, the higher the resolution. |
| Driver | Software that works as a bridge between a computer and a peripheral device. |
| Ethernet | A standard for LAN transmission lines. |
| Frame type | A type of communication format used in NetWare environments. For mutual communication, the same frame type is required. |
| FTP | The acronym for File Transfer Protocol. This is a protocol used for transferring files via the Internet, an intranet or other TCP/IP network. |
| Gateway | Hardware and software used as the point where a network is connected to a network. A gateway not only connects networks but also changes data formats, addresses, and protocols according to the connected networks. |
| Gray scale | A form of presenting monochrome image by using the gradation information shifting from black to white. |

| Term | Description |
|---|---|
| Hard disk | A large capacity storage device for storing data. The data is retained even after the power is turned off. |
| Host name | The name used to identify a device on a network. |
| HTTP | The acronym for HyperText Transfer Protocol. This is a protocol used to send or receive data between a Web server and a client (such as a Web browser). HTTP can exchange files such as images, sounds, and movies that are associated with documents, including their presentation formats and other information. |
| Install | To install hardware, operating systems, applications, printer drivers, or other software on to a computer. |
| IP Address | An address or a code used to identify an individual network device on the Internet. IPv4 (Internet Protocol version 4), a protocol widely used today, adopts a 32-bit number for an IP address separated into four sections. An example of an IPv4 IP address is: 192.168.1.10. On the other hand, IPv6 (Internet Protocol version 6), the next generation protocol, adopts 128-bit IP addresses. An IP address is assigned to every computer or other device connected to the Internet. |
| IPP | The acronym for Internet Printing Protocol. This is a protocol used to send or receive print data or control printers via the Internet or other TCP/IP network. IPP can also send and print data to printers in remote areas via the Internet. |
| IPX | One of the protocols used for NetWare. IPX runs in the network layer of the OSI reference model. |
| IPX/SPX | The abbreviation for Internetwork Packet Exchange/Sequenced Packet Exchange. This is a protocol developed by Novel, Inc., typically used in NetWare environments. |
| LAN | The acronym for Local Area Network. This is a network constructed by connecting computers on the same floor, in the same building, or in neighboring buildings. |
| Local printer | A printer connected to a parallel or USB port of a computer. |
| LPD | The acronym for Line Printer Daemon. This is a platform-independent printer protocol running on the TCP/IP network. The protocol was originally developed for BSD UNIX, and has become one of the printing protocols typically used among general computers. |
| LPR/LPD | The acronym for Line Printer Request/Line Printer Daemon. This is a printing method implemented via networks, used for Windows NT or UNIX based systems. It uses TCP/IP to output printing data from Windows or UNIX to a printer on the network. |
| MAC address | MAC is the acronym for Media Access Control. A MAC address is an ID number unique to each Ethernet card, enabling sending or receiving data to or from other Ethernet cards. A Mac address is a 48-bit number. The first 24 bits are controlled by IEEE and used to allocate a unique number to each manufacture, whereas the latter 24 bits are used by each manufacturer to assign a unique number to each card. |
| Memory | A storage device used for storing data temporarily. Some types of memory retain data even after the power is turned off, while others not. |
| NDPS | The acronym for Novell Distributed Print Services. This provides a high performance printing solution in NDS environments. Using NDPS for the print server simplifies and automates complicated management activities related to printer use. For example, you can print to a desired printer or automatically download the printer driver for a newly installed printer. NDPS print servers also integrate management related to the network printers. |
| NDS | The acronym for Novell Directory Services. This allows the centralized management in a hierarchical structure of shared resources such as servers, printers and users information on the network, as well as the access privilege and other information related to the users. |

| Term | Description |
|---|---|
| NetBEUI | The abbreviation for NetBIOS Extended User Interface. This is a network protocol developed by IBM. NetBEUI enables you to construct a small-scale network simply by configuring computer names. |
| NetBIOS | The abbreviation for Network Basic Input Output System. This is a communication interface developed by IBM. |
| NetWare | A network operating system developed by Novell. This uses NetWare IPX/SPX for the communication protocol. |
| Nprinter/<br>Rprinter | A remote printer support module used when using a printer server in NetWare environments. Rprinter is used for NetWare 3.x, and Nprinter for NetWare 4.x. |
| OS | The acronym for Operating System. This is base software used to control the system of a computer. Windows, MacOS, or UNIX is an OS. |
| Outline font | A type of fonts represented using lines and curves to display an outline of a character. Larger-size characters can be displayed on a screen or printed with no jagged edges. |
| PDF | The acronym for Portable Document Format. This is an electronically formatted document with file extension of ".pdf". PDF is a PostScript based format, and can be viewed using Adobe Acrobat Reader, a free viewer software. |
| PDL | The acronym for Page Description Language. This is a language used to instruct a page printer about images being printed on each page. |
| Peer-to-peer | A type of network where the connected devices can be communicate with each other without using a dedicated server. |
| Plug and play | A mechanism used to immediately detect a peripheral device when it is plugged into a computer, and search for an appropriate driver automatically, so that the device becomes operable. |
| Preview | A function allowing you to view a result image before being actually processed for printing or scanning. |
| Print job | A print request transmitted from a computer to a printing device. |
| Print queue | A software system used by a spooler to save generated print jobs. |
| Printer buffer | A memory area temporarily used for processing data of print jobs. |
| Printer driver | Software that works as a bridge between a computer and a printer. |
| Profile | A color attribute file. This contains overall input and output correlation data of primary colors, specifically used by the color input and output devices to reproduce colors. |
| Property | Attribute information. When using a printer driver, different functions can be configured by utilizing its properties. By using properties of a file, you can check the attribute information about the file. |
| Protocol | A rule enabling a computer to communicate with other computers or peripherals. |
| Proxy server | A server installed for the connection with the Internet. This acts as a proxy of client computers to contact with the Internet to effectively ensure security for the total organization. |
| PServer | A print server module available in NetWare environments. This module monitors, changes, pauses, restarts, or cancels print jobs. |
| Queue name | A logical printer name required for LPD/LPR printing.<br>A name assigned to each device for allowing printing to the device via network. |
| Resolution | The resolution value indicates how much detail of an object can be reproduced precisely on an image or a print matter. |
| RIP | The acronym for Raster Image Processor. RIP extracts picture images from text data created using PostScript or other page description language. This processor is usually integrated into a printer. |

| Term | Description |
|---|---|
| Samba | UNIX server software which uses SMB (Server Message Block) to make UNIX system resources available to Windows environments. |
| Screen font | A type of fonts used for displaying characters and symbols on a CRT or other monitor. |
| Shared printer | A printer connected to a server on the network and configured to be used by multiple computers. |
| SLP | The acronym for Service Location Protocol. This is a protocol that provides capabilities such as finding services or automatic client configuration on the TCP/IP network. |
| SMB | The acronym for Server Message Block. This is a protocol for sharing files and printers mainly over the Windows network. |
| SMTP | The acronym for Simple Mail Transfer Protocol. It is a protocol used to transmit or transfer E-mail messages. |
| SNMP | The acronym for Simple Network Management Protocol. This is a management protocol in the TCP/IP network environments. |
| Spool | The acronym for Simultaneous Peripheral Operation On-Line. Data to be output to a printer is not sent directly to the printer, but is temporarily stored in another location. The stored data is then sent collectively to the printer. |
| Subnet mask | A value used to divide a TCP/IP network into small networks (subnetworks). This is used to identify how many higher-order bits of an IP address are used for the network address. |
| TCP/IP | The acronym for Transmission Control Protocol/Internet Protocol. It is a de facto standard protocol widely used for the Internet. An IP address is used to identify each network device. |
| Touch & Print | A feature that allows documents sent from the printer driver to be printed simply by placing your finger or IC card on the authentication unit connected to the printer when the user authentication is enabled. In order to use the Touch & Print feature, an authentication unit must be connected to this machine, and the vein patterns or the ID of the IC card for each user must be registered. |
| TrueType | A type of outline font developed by Apple and Microsoft, and currently used as a standard font type for Macintosh and Windows. This type of font can be used both for display and printing. |
| Uninstallation | To delete software installed on a computer |
| USB | The acronym for Universal Serial Bus. This is a general-purpose interface defined for connecting a mouse, printer, and other devices with a computer. |
| Web browser | Software used to view Web pages.<br>Typical Web browsers include Internet Explorer and Netscape Navigator. |
| WINS | The acronym for Windows Internet Naming Service. This is a service, available in Windows environments, to call the name server responsible for conversion between a computer name and an IP address. |

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# 7 Index

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